



City-County Health Department
115 4th St. South
Great Falls, MT 59401
Phone: 406-454-6950

Guidance for Events During Phase 2 of Reopening After COVID-19 Closure

Introduction

On May 19, 2020, Governor Bullock released the newest Directive with information about reopening of businesses and events during Phase 2. County health departments have the authority to implement more restrictive orders, in which case, the more restrictive would supersede. Any questions should first be directed to your local health department.

THE AUTHORITY OF THE LOCAL HEALTH OFFICER DOES NOT EXTEND BEYOND THE BORDERS OF CASCADE COUNTY. SIMILAR ORGANIZATIONS OUTSIDE OF THIS COUNTY CANNOT RELY ON DETERMINATIONS AND DECISIONS MADE WITHIN CASCADE COUNTY.

APPROVAL OF THIS EVENT DOES NOT EXTEND TO OTHER EVENTS WITHIN THE COUNTY. EACH EVENT MUST SUBMIT A SEPARATE PLAN.

NO EVENT IS GUARANTEED. THIS PANDEMIC IS EVER CHANGING AND CONDITIONS MAY WARRANT MOVING TO A PREVIOUS REOPENING PHASE AND/OR CANCELLATION OF EVENTS AT ANY TIME, UP TO AND INCLUDING THE DAY OF THE EVENT.

Re-Opening Checklist

- ☐ **Plan for Social Distancing and Reducing Shared Contact Surfaces**
- ☐ **Plan for Cleaning, Sanitizing and Disinfecting**
- ☐ **Employee Health Agreement**
- ☐ **Employee Symptom Check - Log**
- ☐ **COVID-19 Staff Training - Log**

Person-in-Charge Signature

Date Completed

Facility Name and Address:

Additional Resources:

Directive on Implementing and Establishing Phase 2 of Reopening (5.19.20)

<https://covid19.mt.gov/Portals/223/Documents/Phase%20Two%20Directive%20with%20Appendices.pdf?ver=2020-05-19-145442-350>

Directive on Phased Reopening of MT and Establishing Conditions for Phase One (4.22.20):

<https://covid19.mt.gov/Portals/223/Documents/04-22-20%20Directive%20and%20Appx%20-%20Reopening%20Phase%20One.pdf?ver=2020-04-22-124954-977>

Directive on Phase One Expansion Plus Guidance (5.8.20)

<https://covid19.mt.gov/Portals/223/Documents/Phase%20One%20Expansion%20Plus%20Guidance.pdf?ver=2020-05-08-150423-113>

Phase One Reopening FAQs (Updated 5.21.20):

<https://covid19.mt.gov/LinkClick.aspx?fileticket=1dqKyhrSpXw%3d&portalid=223>

Reopening Montana Phased Approach:

https://covid19.mt.gov/Portals/223/Documents/MT%20Reopening%20Guidelines_Final%204.28.pdf?ver=2020-04-29-075612-197

Other information:

The website for CCHD can be found at:

<https://www.cchdmt.org/>

CDC Cleaning and Disinfecting Community Facilities:

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

Governor Bullock's Joint Information Center (JIC):

<https://covid19.mt.gov/joint-information-center>

Governor Bullock's Corona Task Force page:

<https://covid19.mt.gov/>

This Document was published by MT DPHHS - FCS on April 28, 2020 to aid facilities in being compliant with Directives published on April 22, 2020, and was modified by Cascade County's City-County Health Department (CCHD) on May 21, 2020. It now includes space for details and additional information/resources, and focuses on events. However, as new information on COVID-19 is discovered and Directives are modified, this Document may be changed to reflect the most current information and Directives.



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PLAN FOR SOCIAL DISTANCING, AND OTHER SAFETY RECOMMENDATIONS

Introduction

On May 19, 2020, the Governor released Directives for the Phase 2 reopening of business on June 1, 2020. These directives included requirements to limit the number of people at events and to add practices that facilitate social distancing and protect other event goers.

This document is intended to help your event comply with the directive. Each subsection of this document contains options to meet the directive by selecting and then implementing one or more of those options your facility will meet the requirements pertaining to that subsection of the document.

Any alternative plans that are created should be checked to ensure that the Directives are being followed correctly.

EVENT NAME: _____

All reasonable attempts should be made to eliminate the use of areas in which people can congregate.

EVENT SPECIFICS

- ☐ How many people will be attending the event? _____
- ☐ What is the population you expect? (Age range) _____
- ☐ What geographical area will attendees, exhibitors, organizers, judges, etc. be coming from? _____
- ☐ Do you expect people to camp on site? _____
- ☐ Is the facility you will be using indoor or outdoor? _____
- ☐ What is the maximum capacity of the venue? _____
- ☐ Will ticket sales be done online in advance or at the door? _____

- ☐ Will arrival times be designated to avoid large amounts of people arriving at once? _____
- ☐ Will food/drink concessions be available? _____
 - If yes, all guidelines for restaurants must also be followed
- ☐ What information (regarding social distancing, good hygiene, and need to stay home when sick) will be available prior to and at the event? The following are required:
 - Social media, advertising and promotional information will include messaging telling individuals to stay home if sick, that hygiene stations will be available, facial covering are highly encouraged (or mandated), and social distancing will be enforced
 - Signage will be posted at multiple locations throughout the venue
 - Periodic announcements will be made to remind attendees of the need for social distancing and good hygiene.
 - Other _____
- ☐ Describe what will happen if an attendee shows signs of illness upon entrance or during the event. _____
- ☐ Will health checks be required for participants as well as employees/volunteers? _____
- ☐ What proactive actions will be taken to assist with contact tracing in the event a positive case is identified as attending your event?
 - Assigned seating
 - Sign-in sheet for all attendees/participants with contact information
 - Other _____

WAITING AREAS (CHECK ALL THAT WILL APPLY):

- ☐ This facility will use designated arrival times to keep groups small.
- ☐ This facility will use an online system or app for ticket sales.
- ☐ If the facility cannot eliminate a waiting area or line, they must ensure that groups and/or individuals in the waiting area are socially distanced from each other.

Describe the plan to maintain space between groups and any other specifics to your event below:

CUSTOMER AREAS (CHECK ALL THAT WILL APPLY):

- Other approaches implemented by the facility (please provide details):

5

STAFF NOTIFICATION AND TRAINING (CHECK ALL THAT WILL APPLY):

Training should include reading all applicable portions of these documents (see *Additional Documents* on the Checklist page for links):

- ☐ Governor's 4-22-2020 & 05-19-2020 Directives
- ☐ State of Montana FAQ (most recent version)
- ☐ State of Montana Reopening Plan
- ☐ CCHD's Phase 2 Event Guidance
 - ☐ This facility will hold in person training that will outline these changes.
 - ☐ This facility will provide printed copies of this plan to all staff members.
 - ☐ This facility will send digital copies of this plan to all staff member.
 - ☐ This facility will develop an alternative training plan described below:

Person-in-Charge Signature

Date Completed



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PLAN FOR CLEANING, SANITIZING & DISINFECTING

Introduction

CLEANING AND SANITIZING ARRANGEMENTS MUST BE MADE BETWEEN THE EVENT ORGANIZER AND FACILITY TO DETERMINE WHO IS RESPONSIBLE FOR ENSURING APPROPRIATE CLEANING, SANITIZING, AND DISINFECTING ARE DONE.

On May 19, 2020, the Governor released Directives for the Phase 2 reopening of business on June 1, 2020. These directives included requirements for facilities to develop a specific cleaning plan. This document will direct businesses on how and when to sanitize versus how and when to disinfect.

Any alternative plans that are created should be verified by the local health department to ensure that the Directives are being followed correctly and that public safety is maintained.

CLARIFYING STATEMENTS

Cleaning: Refers to the physical removal of debris (dirt, food, other impurities) from a surface/object by using water, soap and water, sweeping, or other methods. This method does not effectively kill germs but is a necessary first step for sanitizing or disinfecting chemicals to work.

Disinfecting: Utilizes an EPA Registered Product to destroy most germs, reducing levels considered safe by public health standards, which serves to lower the risk of spreading infection for the purposes of this plan, this terminology is referring to the destruction of COVID-19 on a surface. These chemicals or concentration of chemicals can be dangerous in some settings, such as food preparation areas. These products should NOT be used as a substitute for Sanitizing, as these concentrations can be toxic.

Sanitizing: Utilizes an EPA Registered Product to destroy many germs at a level that is considered safe for sensitive areas, such as in restaurant kitchens.

Wear disposable gloves when cleaning and/or sanitizing.

RESOURCES:

EPA Web Site for COVID-19 Chemicals: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

Cleaning and Disinfecting (CDC): <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

Guidance for Cleaning and Disinfecting (CDC): https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf

DECIDING WHEN TO CLEAN:

Whenever an area has visible debris, it should be cleaned before sanitizing/disinfecting. This is particularly true of high-traffic areas. This should be done at a minimum once daily, or as often as needed to prevent the accumulation of debris.

CLEANING EXAMPLES:

Examples of cleaning include sweeping and mopping floors, wiping surfaces before sanitizing or disinfecting them. These practices allow cleaner/disinfectant to work in a more optimal manner, whenever a large mess is created or where safety and cleanliness are compromised. **An area/surface should be cleaned prior to sanitizing or disinfecting.**

DECIDING WHEN TO SANITIZE:

Sanitizing and disinfecting solutions must not be mixed. Use separate containers and wiping cloths for each. Mixing different chemicals can create toxic and, sometimes, deadly combinations that could result in extreme harm. Label containers with contents to avoid harm.

SANITIZING EXAMPLES:

An example of sanitizing is wiping down clean surfaces that are frequently touched or potentially contaminated, using a clean rag soaked in bleach water solution.

DECIDING WHEN TO DISINFECT:

Follow the Governor's Directives on when to disinfect. This includes:

1. Tables, chairs, counters between patrons
2. Frequently touched surfaces, including doorknobs, light switches, holding pens, etc.
3. Surfaces in toilet rooms
4. Whenever a facility has been notified that there has been a COVID-19 positive case in the facility IF the person was present within 7 days prior to notification.

Containers and wiping cloths should be used only for disinfecting and not mixed with sanitizing containers and wiping cloths. Mixing different chemicals can create toxic and sometimes, deadly, combinations that may result in extreme harm. Label containers with contents to avoid harm.

- Common surfaces should be disinfected at a frequency that relates to patron volume, but **at least every 4 hours.**

- High-touch/traffic/common areas should be cleaned more frequently.

All surfaces must be cleaned between customers, including tables, chairs, booths, card machines, counters, sports equipment, etc.

Please describe how your establishment plans to meet or exceed cleaning/sanitizing requirements:

This facility's cleaning frequency will be: _____

IF AN EMPLOYEE HAS TESTED POSITIVE FOR COVID-19 AND THE ESTABLISHMENT NEEDS TO BE DISINFECTED, WE ENCOURAGE YOU TO CONTACT CCHD.

HOW TO DISINFECT:

1. Use an EPA registered product that has been shown to kill COVID-19.
2. Follow manufacturer instructions for:
 - a. Concentration and concentration testing (if applicable)
 - b. WET contact time required to be effective in virus destruction
 - c. COMPLETELY AIR DRY or wipe with water, depending on label instructions

Most common EPA-registered household disinfectants will work. Use disinfectants appropriate for the surface you are disinfecting.

Using bleach for disinfecting purposes:

Mix 5 tablespoons (one third cup) bleach per gallon of water OR 4 teaspoons bleach per quart of water. Clean the surface with detergent & water, follow with bleach solution and allow 10 minutes for activity before wiping. **Make fresh each day.**

DO NOT under any circumstances mix bleach and ammonia.

Using alcohol solutions:

Ensure solution contains at least 70% alcohol. Apply to surfaces and allow 30-60 seconds for activity.

Other common EPA-registered household disinfectants:

Follow the manufacturer’s instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.). List is available at <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

**STAFF NOTIFICATION OF CLEANING, SANITIZING, AND DISINFECTING POLICIES
(CHECK ALL THAT WILL APPLY):**

- ☐ This facility will hold in person training that will outline these changes.
- ☐ This facility will provide printed copies of this plan to all staff members.
- ☐ This facility will send digital copies of this plan to all staff member.
- ☐ This facility will develop an alternative plan described below:

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Employee/Volunteer/Participant Health Agreement for COVID-19

COVID-19 (also known as SARS-CoV2) is a highly contagious viral respiratory illness that easily spreads through contact with others (primarily by aerosolized droplets that are exhaled when coughing or sneezing). Excluding sick individuals is one of the best defenses against community spread. This document is not a replacement for health and hygiene requirements; and facilities are still urged and encouraged to ask individuals with symptoms of illness to refrain from attending. Please consult with your local health department for more information on those requirements, if needed.

This document is not a substitute for medical advice. If you have concerns about your health and COVID-19, please consult a medical provider. Indicator symptoms of COVID-19 may change as new information is discovered.

Event Name: _____

I AGREE TO NOT ATTEND IF I HAVE, OR RECENTLY HAD:

1. A new dry cough
2. A newly identified shortness of breath or difficulty breathing

OR

Two or more of the following symptoms:

- | | |
|---------------------------------|-------------------------------|
| 1. Fever (above 100.4 °F) | 5. Headache |
| 2. Chills | 6. Sore throat |
| 3. Repeated shaking with chills | 7. New loss of taste or smell |
| 4. Muscle pain | |

I UNDERSTAND THAT OTHER SYMPTOMS MAY BE ASSOCIATED WITH COVID-19 AND SHOULD BE CONSIDERED WHEN DETERMINING WHETHER TO PARTICIPATE.

Name

Signature

Date

Person-in-Charge Name

Person-in-Charge Signature

Date

Reproduce as needed

COVID-19 TRAINING LOG

A Training Log is not required by the directive but is a good way to track that all understand COVID-19. COVID-19 related training may include:

1. A review of the event plan;
2. The employee/volunteer health policy; and
3. All applicable portions of the Documents included under *Additional Resources*.

EVENT NAME:

PAGE ____ of ____

	Name	Date Training Completed	Training Type (Online, At Facility, etc.)	Employee Signature
1				
2				
3				
4				
5				
6				

Person-in-Charge Signature

Date

Reproduce as needed

